Location: via Teams
Meeting ID: 235 043 198 336 **Passcode:** GhdfhA

Committee Members: *(14 members, 8 = Quorum*)*

Dave Johnson – Co-Chair, General Contractors	Jeff Gonzalez – Co-Chair, Owners, State
Kurt Boyd, Specialty Contractors	Karen Mooseker, School Districts
Marvin Doster, General Contractors	Mike Pellitteri, Specialty Subcontractors
Lekha Fernandes, OMWBE	Irene Reyes, Private Industry
Bobby Forch, Jr., Disadvantaged Businesses	Linneth Riley Hall, General Owner
Thomas Golden, Design Industry-Architects	Robynne Thaxton, Private Industry
Art McCluskey, Owners, General Public	Olivia Yang, Higher Ed

* Informed Proxies Count Toward quorum

AGENDA

11:00am	Welcome & Introductions	Information
11:05	Approve Agenda	Action
11:07	Approve Minutes from 5/16/2024	Action
11:10	Update on Preventative Process with PRC (Updating PRC Applications)	Discussion\ Action
11:45	Discuss Forum for issues other than violations of 39.10	Discussion
12:10	Review of Parking Lot items for other committee discussion or further action	Discussion
12:25	Next Meeting Agenda	Discussion
12:30pm	Adjournment	

Workgroup Parking Lot:
1. Who can stakeholders reach out to when they identify an issue or grievance? *(Clearinghouse, Discussion Forum)*
2. What are the steps to take once an issue has been identified? Create a Form with guidelines and protocols? Follow-up form when a complaint has been identified?
   - If there is a form that can be filled out and submitted online, and who would check the inbox and respond to issues?
   - What is the process of closing the loop?
   - What is the level of documentation needed as issues or complaints arise?
3. *(1:1, contacting local trade association, bring to CPARB, use legislation changes only as a last resort)*
4. Who has the accountability authority? (Auditor's Office? AG?)
5. What are the metrics/issues? *(How/what to track)*
6. What are the consequences of not complying with the statute? *(Levels of Escalation: Delay in project\cert approval by 30-60 days? Attend CPARB meeting to report on how resolved issue/complaint?)*
7. What is the best way to educate the community? *(Best Practices, Lessons Learned, Education Conn. Comm. resources)*
8. How can the information regarding feedback\grievances and consequences of noncompliance be distributed? *(Clearinghouse/Library of Issues for future reference if applicant comes back to PRC)*
9. Owner Preparedness – examples what an ideal application will look like, what to avoid, links to best practices documents, etc.

Notes:
1) Identify issue. ✓
2) Lowest level contact
3) Letter of notice – CPARB\PRC Chairs?

Dave & Jeff start 1st Draft ✓
How to collect issue date (trigger) (online form?) – add to Parking Lot
What level of documentation to collect info/respond?
Documentation via PRC inbox? Through PRC homepage?
Identify how to validate issue is an actionable concern.

Review Issue flowchart
How to start input, how to collect, next steps